

# REQUEST FOR DETERMINATION OF APPLICABILITY

## CHECKLIST

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The following is a list of permit application submission requirements. Please be sure that each of the items listed below is included with your packet. An application will not be considered complete if one of them is missing.

\_\_\_\_\_ **Six copies of the complete Request for Determination application packet. (All of the items listed below must be included to be considered a complete packet.)**

\_\_\_\_\_ **WPA Form 1 – Request for Determination of Applicability application form.**

\_\_\_\_\_ **Plans 1"= 40' max.**

\_\_\_\_\_ **USGS Quad Locus Map (8 1/2 x 11)**

\_\_\_\_\_ **Correct Application Fee made out to The Town of Amherst**

\_\_\_\_\_ **Abutters List** (within 300 feet of property boundary)

Non-certified lists can be obtained by using the Town's Public GIS Viewer. From the Town's website: [www.amherstma.gov](http://www.amherstma.gov), from the menu on the right side of the home page, select *GIS Maps & Property Info*. Select *Property Viewer*, type in the street address (or parcel number) and then click on the *Search* button. Click on *Map It!* to view the property and then in the box to the right in the dropdown menus select – *Find All* and *Parcels and Within 300' of the Selected and Parcels*, click on the property in the map to the left to select it and a list of abutters will be brought up. Noted at the bottom of the list of addresses you will see choices of having the addresses go to labels or to a spreadsheet.

**NOTE: IF YOU REQUIRE THE ASSISTANCE OF THE ASSESSORS OFFICE – THEY REQUIRE 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.**

\_\_\_\_\_ **Notification to Abutters** – Abutters must receive notification of the hearing listing date, time, and place of the hearing and the location and description of work to be done a minimum of 7 business days prior to the hearing date. Proof of notification must be submitted to the Conservation Commission. Abutter notification must be sent via certified mail.

*(The Wetlands Administrator will assign date & time for hearing and will notify applicant.)*

\_\_\_\_\_ **Advertising Fee** – the Conservation Department will place the legal ad and will notify applicant of the cost when proof is received from the Daily Hampshire Gazette. At that time applicants will be asked to submit a check made out to The Daily Hampshire Gazette for the appropriate amount.

\_\_\_\_\_ **Signature** – the application must be signed by the property owner (or the owner's representative)

\_\_\_\_\_ **Copy to DEP** – the applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4<sup>th</sup> Floor, 436 Dwight Street, Springfield, MA 01103)